

# ARKANSAS DATA SUBMISSION MODULE USER GUIDE



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# Arkansas Trauma Registry

## AR NTRACS State Transfer User Guide

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### Overview

The state transfer process provides AR NTRACS users with the ability to submit data to Arkansas Department of Health.

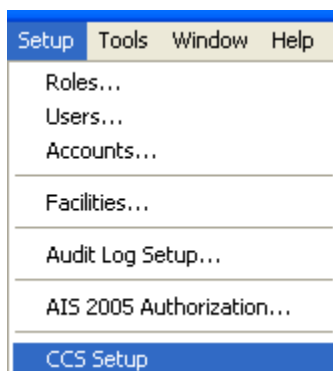
To complete the state transfer process, a user must configure certain options within the NTRACS software. This document describes the configuration steps and transfer process.

### Admin Module Configuration

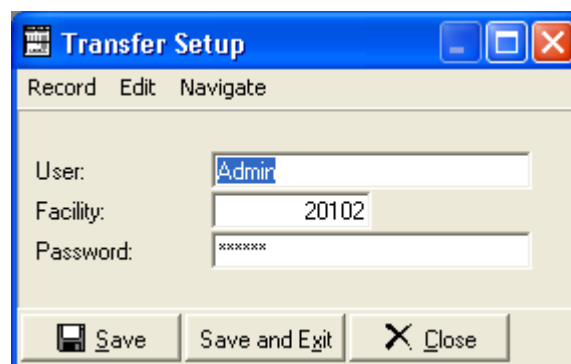
Prior to the first submission, each facility must configure the *Transfer Setup* screen in the admin module.

#### CCS Setup

1. From the 'Setup' menu, select 'CCS Setup'.



2. The *Transfer Setup* screen opens.



## AR NTRACS State Transfer User Guide

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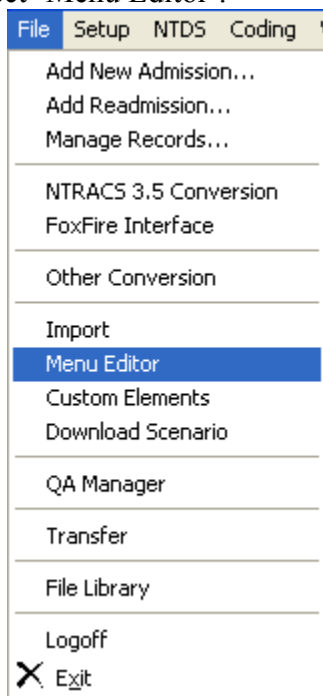
3. Enter a User ID. The User ID is provided by
4. Enter a Facility. The Facility is the state-assigned Facility ID and is provided by
5. Enter a Password. The Password is provided by
6. Select 'Save' to save the changes.
7. Select 'Save and Exit' to close and save changes.
8. Select 'Close' to exit without saving changes.

## NTRACS Configuration

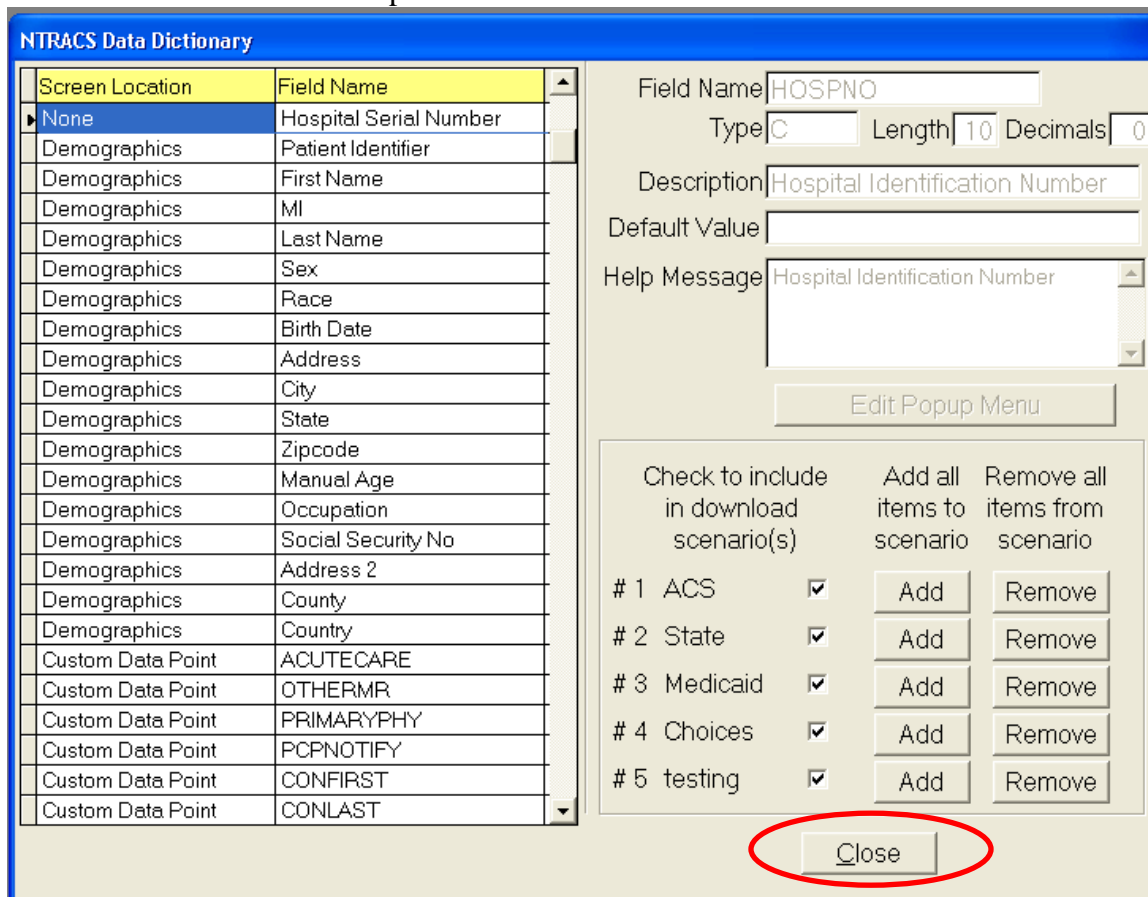
### ***Process Menus***

Prior to the first submission, each facility must process NTRACS menus.

1. From the 'File' menu, select 'Menu Editor'.



2. The *Menu Editor* screen opens.



Screen Location	Field Name
None	Hospital Serial Number
Demographics	Patient Identifier
Demographics	First Name
Demographics	MI
Demographics	Last Name
Demographics	Sex
Demographics	Race
Demographics	Birth Date
Demographics	Address
Demographics	City
Demographics	State
Demographics	Zipcode
Demographics	Manual Age
Demographics	Occupation
Demographics	Social Security No
Demographics	Address 2
Demographics	County
Demographics	Country
Custom Data Point	ACUTECARE
Custom Data Point	OTHERMR
Custom Data Point	PRIMARYPHY
Custom Data Point	PCPNOTIFY
Custom Data Point	CONFIRST
Custom Data Point	CONLAST

Field Name:

Type:  Length:  Decimals:

Description:

Default Value:

Help Message:

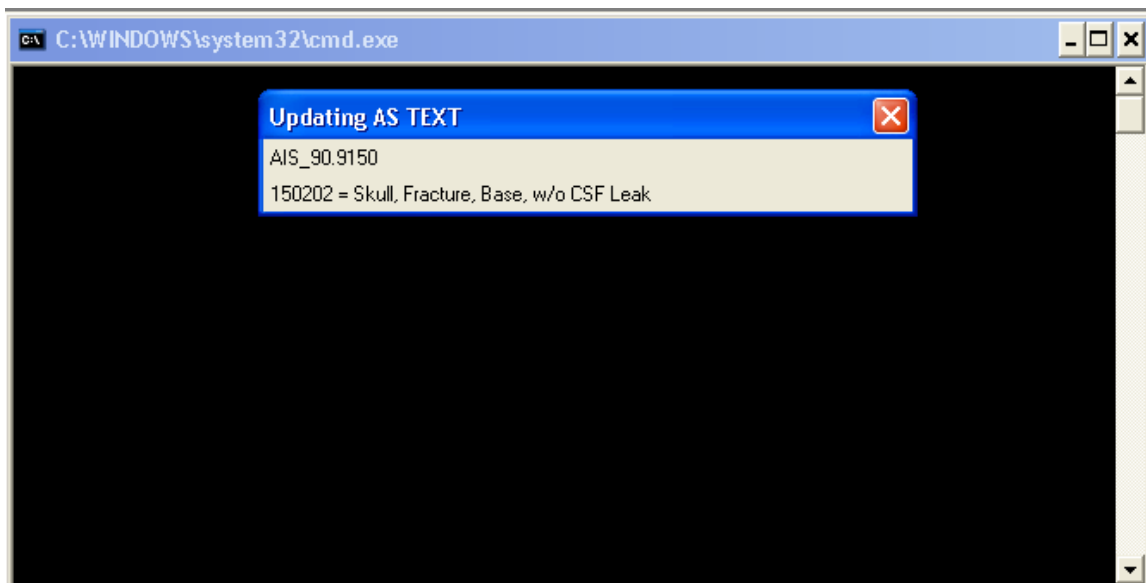
Edit Popup Menu

Check to include in download scenario(s)	Add all items to scenario	Remove all items from scenario
# 1 ACS <input checked="" type="checkbox"/>	Add	Remove
# 2 State <input checked="" type="checkbox"/>	Add	Remove
# 3 Medicaid <input checked="" type="checkbox"/>	Add	Remove
# 4 Choices <input checked="" type="checkbox"/>	Add	Remove
# 5 testing <input checked="" type="checkbox"/>	Add	Remove

Close

3. Select the 'Close' button to process the menus.

4. A *Processing Window* opens. Do not close this window.



## System Setup

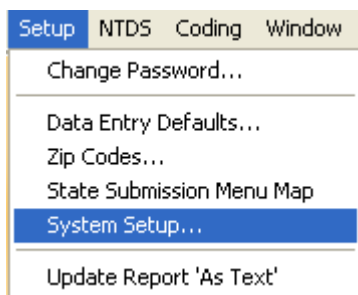
### Temperature

In the ADPH state dataset, the unit of measurement for temperature is defined in *Fahrenheit*. To submit temperature data to AR Department of Health, NTRACS users must configure the unit of measurement to *Fahrenheit*.

### ETOH

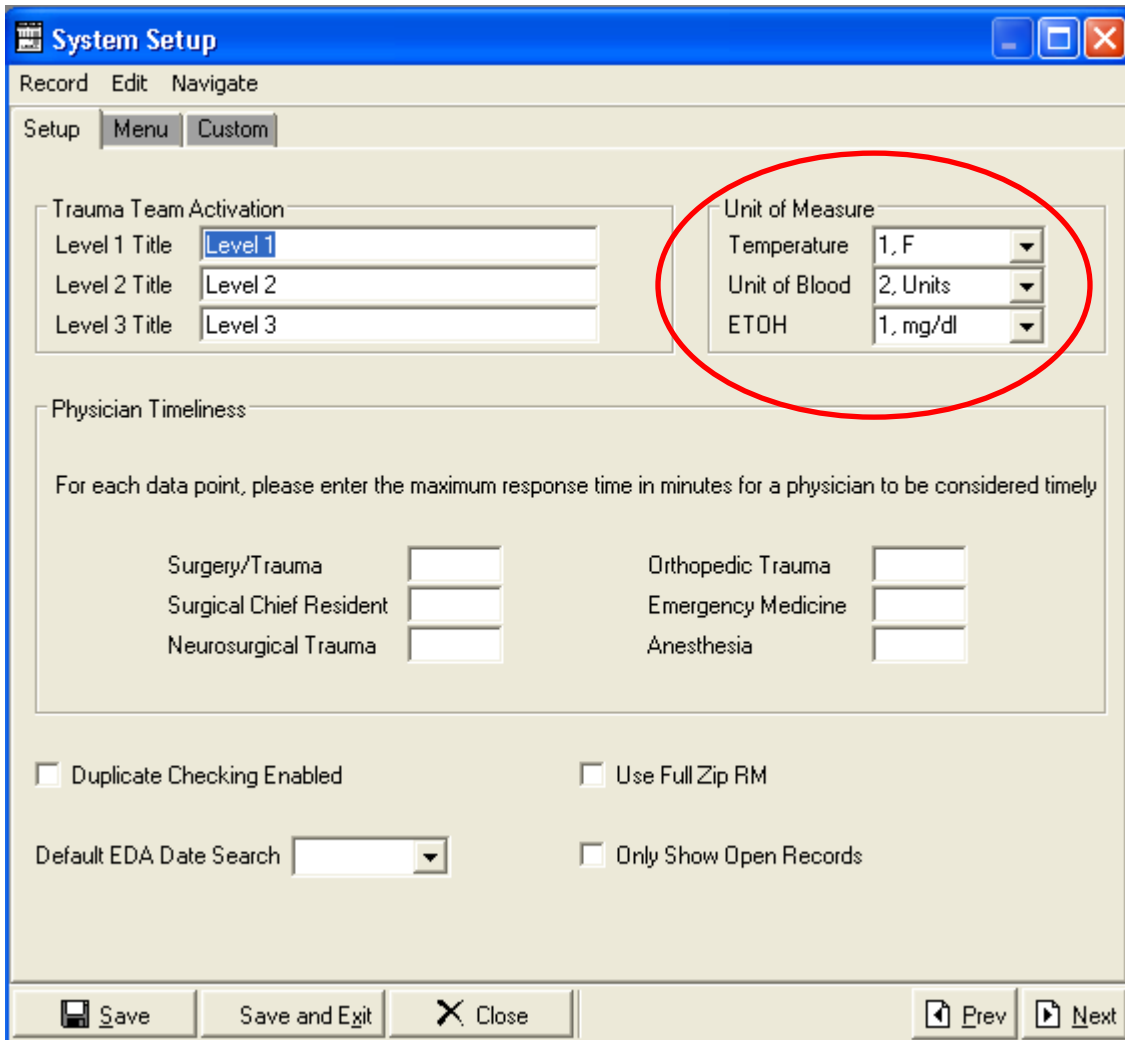
In the Arkansas state dataset, the unit of measurement for ETOH is *mg/dl*. To submit ETOH data to ADPH, NTRACS users must configure the unit of measurement to *mg/dl*.

1. Select 'System Setup' from the 'Setup' menu.



2. In the *Unit of Measure* section, do the following:
  - Select '1, F' for Temperature.

- Select '2, Units' for Unit of Blood.
- Select '1,mg/dl' for ETOH.



**System Setup**

Record Edit Navigate

Setup Menu Custom

**Trauma Team Activation**

Level 1 Title

Level 2 Title

Level 3 Title

**Unit of Measure**

Temperature

Unit of Blood

ETOH

**Physician Timeliness**

For each data point, please enter the maximum response time in minutes for a physician to be considered timely

Surgery/Trauma

Surgical Chief Resident

Neurosurgical Trauma

Orthopedic Trauma

Emergency Medicine

Anesthesia

☐ Duplicate Checking Enabled ☐ Use Full Zip RM

Default EDA Date Search

☐ Only Show Open Records

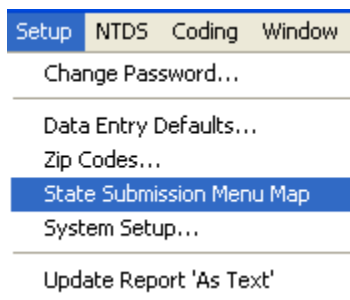
3. Select 'Save and Exit' to save the System Setup options.



### State Submission Menu Map

The State Submission Menu Map allows the user to map NTRACS menu choices to the Arkansas state-defined menu choices. The State Submission Menu Map is pre-configured. Users should review the pre-configuration and make required changes.

1. Select 'State Submission Menu Map' from the 'Setup' menu.



2. The *State Submission Menu Mapper Record Manager* screen opens.
  - 'Analyze' – The Analyze option is used to update the *State Submission Menu Mapper* with any menu edits from the trauma registry. The Analyze option needs to be performed each time a menu is edited in the trauma registry.
  - 'Edit' – The Edit option allows the user to edit the highlighted menu mapping.
  - 'Delete' – The Delete option allows the user to delete the highlighted menu mapping. Do not delete any pre-configured menu mappings.
  - 'Search' – The Search option allows the user to search the items listed in the *State Submission Menu Mapper*.
  - 'Show All' – The Show All option allows the user to view all items on the *State Submission Menu Mapper*.
  - 'Close' – The Close option exits the *State Submission Menu Mapper*.

State Submission Menu Mapper Record Manager						
State Menu ID	Registry Menu Value	Registry Menu Description	State Menu Value	State Menu Description	T <sub>3</sub>	
AirwayR	Nasal ETT	Nasal Endotracheal Tube	9	Nasal ETT		Analyze
AirwayR	Oral	Oral Airway	10	Oral airway		Edit
AirwayR	Oral ETT	Oral Endotracheal Tube	11	Oral ETT		Delete
AirwayR	Oxygen	Oxygen				Search
AirwayR	Trach	Tracheostomy	12	Tracheostomy		Show All
AirwayS	/	Inappropriate	14	Not performed		Close
AirwayS	O2	Oxygen				
AirwayS	?	Unknown	?	Not Known/Not Recorded		
AirwayS	Bag & Mask	Assisted by Bag & Mask	4	Bag & mask		

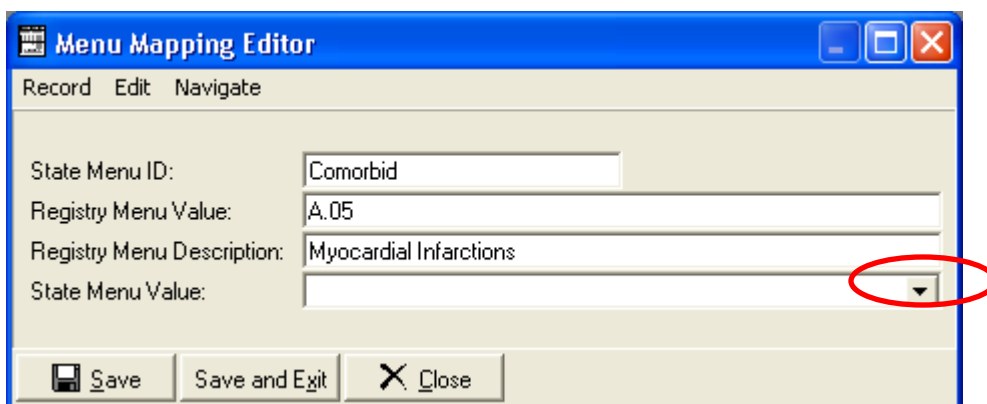
### ***Review the State Submission Menu Mapper Pre-Configuration***

Prior to the first submission, each facility must review the pre-configuration of the *State Submission Menu Mapper*.

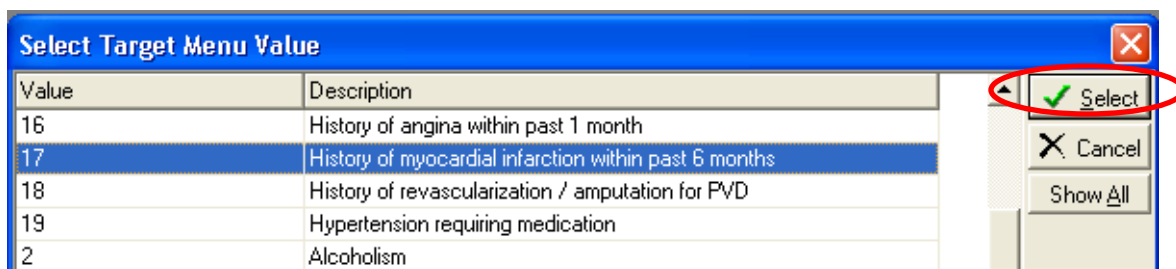
To change a pre-configured menu mapping, follow the steps below:

#### Edit a Menu Mapping

1. Select the 'Edit' button.
2. The *Menu Mapping Editor Screen* opens.
3. The following fields on the *Menu Mapping Editor Screen* are pre-configured.
  - State Menu ID – This is the Menu ID assigned to the ADPH state menu.
  - Registry Menu Value – This is the value assigned to the menu choice in NTRACS.
  - Registry Menu Description – This is the description assigned to the menu choice in NTRACS.

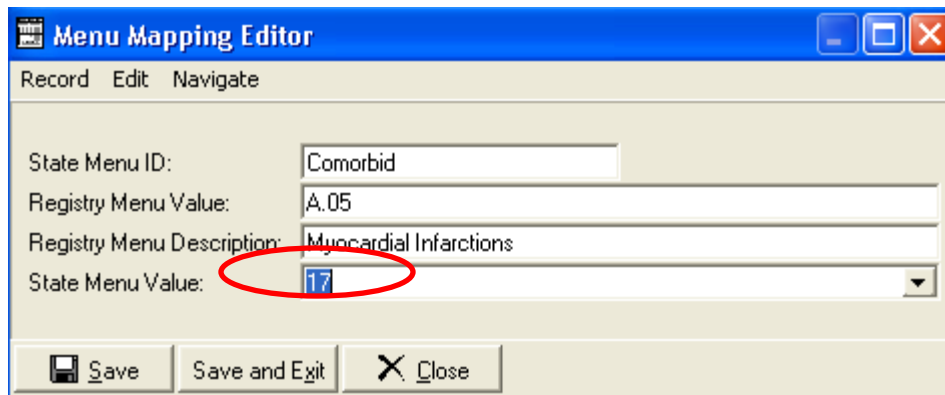


4. To select the correct State Menu Value from the drop-down list, click the arrow.
5. The *Select Target Menu Value* screen opens. Click the correct menu choice and then click the 'Select' button.



Value	Description
16	History of angina within past 1 month
17	History of myocardial infarction within past 6 months
18	History of revascularization / amputation for PVD
19	Hypertension requiring medication
2	Alcoholism

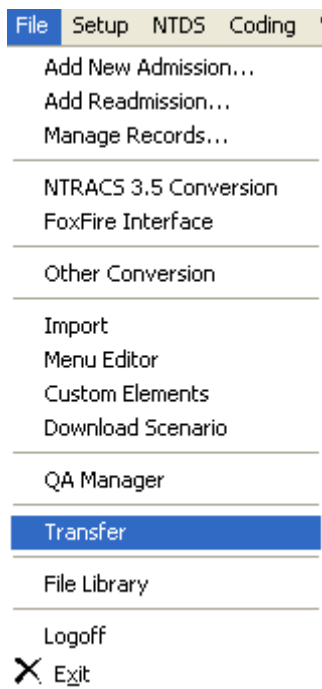
- The selected choice copies back to the *Menu Mapping Editor* screen.



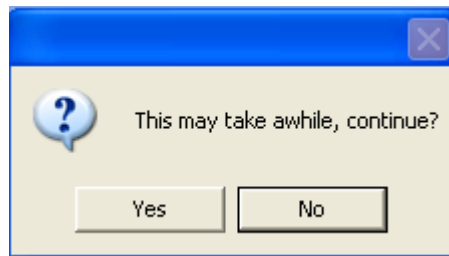
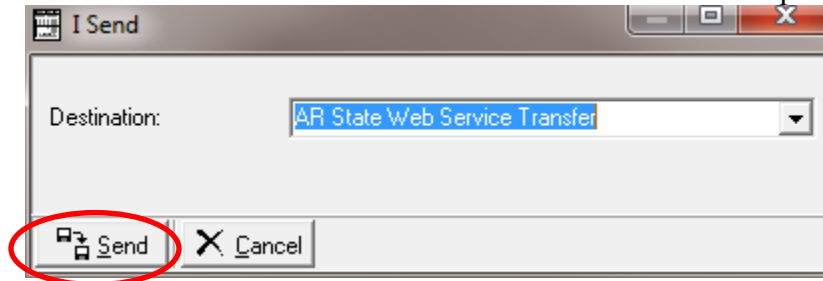
- Select 'Save' to save the menu mapping changes.
- Select 'Save and Exit' to close the *Menu Mapping Editor* and save changes.
- Select 'Close' to exit the *Menu Mapping Editor* without saving changes.
- After completing all edits, perform the 'Analyze' process from the *State Submission Menu Mapper Record Manager* to process changes.

## How to Create the Transfer File

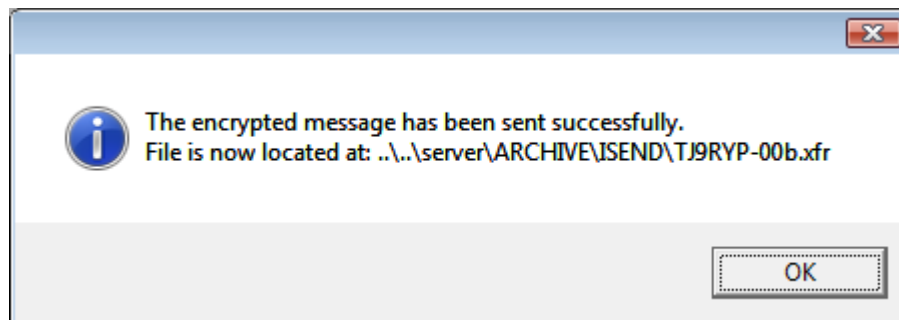
- Select 'Transfer' from the 'File' menu.



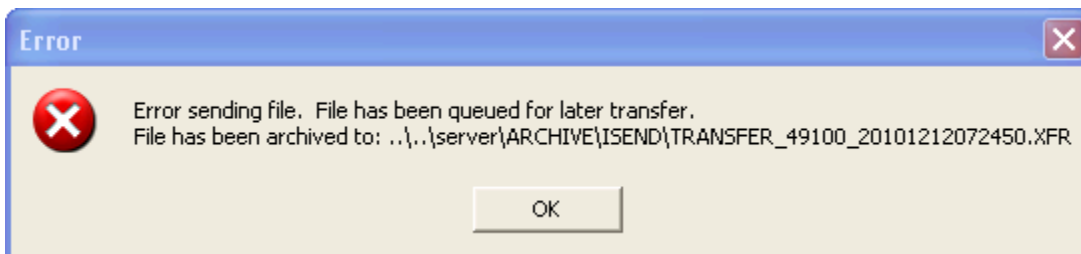
2. The *I-Send* screen opens.
3. Select 'Send' to begin the transfer process.
4. A warning message displays, indicating that the transfer process may take awhile. Select 'Yes' to continue. Or select 'No' to end the transfer process.



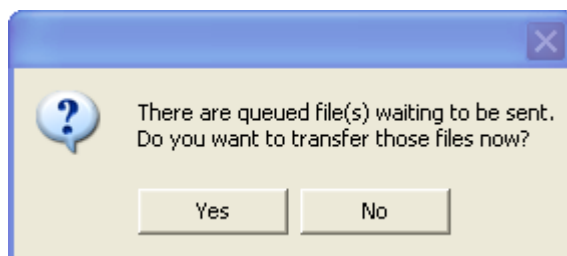
5. A successful transfer is indicated with the message below. Successful transfer files are saved in \NV4TRAUMA\SERVER\TRANSFER.



6. A failed transfer is indicated with the message below. Failed transfer files are saved in \NV4TRAUMA\SERVER\ARCHIVE\ISEND



7. Failed transfers (a transfer that is not completed for any reason (for example, no internet connectivity)) are queued. A user may choose to send queued files during the next transfer attempt. A prompt similar to the one below will display, allowing a user to transfer a queued file. Select 'Yes' to send the queued file.



### ***Transfer Error Log***

Records that contain menu choices not mapped in the State Submission Menu Map are not included in the transfer file.

An error log generates, listing those records that contain un-mapped menu choices and the following information:

- Trauma Number
- Visit Number
- Field
- Message

The Message column indicates the invalid/un-mapped choice. To correct the error, edit the menu mapping in the *State Submission Menu Mapper*.

### HTML Viewer

Warning: There were issues with the following records which will not be sent to the Central Site until they are fixed.

Trauma Number	Visit Number	Field	Message
1	0	CPR	Invalid Value: CPR/ defib.
1	0	EMS Agency	Invalid Value: 0105
1	0	Referring Hospital	Invalid Value: 530030
1	0	ED CPR	Invalid Value: CT CPR
1	0	Race	Invalid Value: W
1	0	ED Arrived From	Invalid Value: DayCare/Nursery
1	0	ED Transport Mode	Invalid Value: Van
1	0	ED Complaint	Invalid Value: Suicide attempt
1	0	Primary Payor Source	Invalid Value: Mailhandlers

Once the issues have been resolved, Checks will need to be rerun on the record(s) that had a mapping issue. Please refer to your NTRACS user manual for steps on running checks.

## How to Submit Transfer File

- 1) Logon to the Arkansas State Central Site, Select *Data Submission* from the menu options provided on the left-side menu bar.

- [HOME](#)
- [MODULES](#)
- [DATA SUBMISSION](#)
- [SUBMISSION REVIEW](#)
- [REVIEW REPORTS](#)
- [MANAGE REPORTS](#)
- [SUPPORT](#)

## How to Submit Data

- 1) Select a Target Facility from the drop-down menu. The Target Facility list defaults from the Facility ID entered on the AR Web Portal login screen. In the example below, the user entered a Facility ID equal to 27100 on the AR Web

Portal login screen.

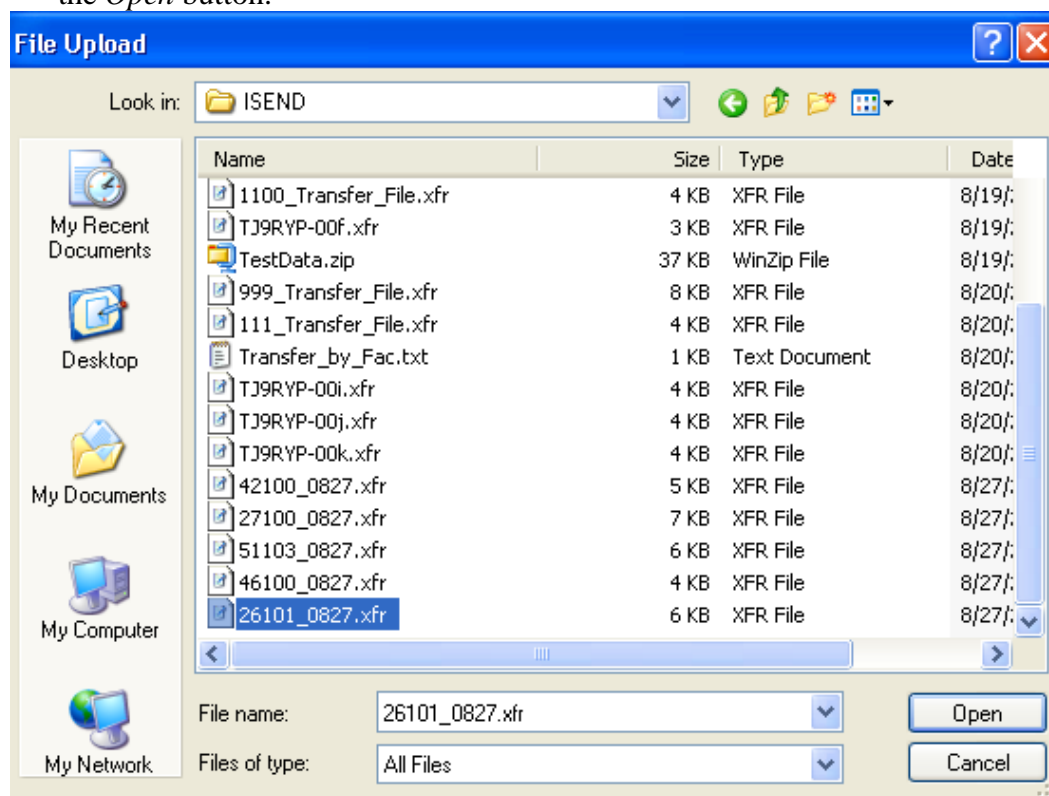
Upload New File:

Target Facility: \*

File: \*

\* Required Fields

- 2) Select the *Browse* button to locate the saved transfer file on the network.
- 3) The File Upload screen will open. Left click the file to select it, and then select the *Open* button.



- 4) Select the *Upload* button.

### Upload New File:

Target Facility:  File:

- 6) A message appears indicating that the file has been received.

Your data submission has been received (submission 201). The Submission Review screen will show the status of your submission report in a few minutes

Return to [data submission](#)

## Submission Review

### Overview

The Submission Review screen is used to review the status of previously submitted data submission files.

### Accessing Submission Review

- 1) Select *Submission Review* from the menu options provided on the left-side menu bar.

- HOME
- MODULES
- DATA SUBMISSION
- SUBMISSION REVIEW
- REVIEW REPORTS
- MANAGE REPORTS
- SUPPORT



### How to Review Submissions

#### View Submissions

Please select your filter options and click Search to see a list of submissions.

Target Facility:  Processing Status:

Submission Start Date:  Submission End Date:

Sub ID	Name	Target Facility ID	Target Facility Name	Target Facility County	Target Facility State	Submission Date	Submitting User	EDA Start Date	EDA End Date	# of Records	Processing Status	Disposition Status	Submission Reports
--------	------	--------------------	----------------------	------------------------	-----------------------	-----------------	-----------------	----------------	--------------	--------------	-------------------	--------------------	--------------------

1) Enter the appropriate search criteria. The following search criteria are available:





- Target Facility – To select a Target Facility, left-click the down arrow  to the right of the field. Select a facility from the drop-down menu.

#### View Submissions


Please select your filter options and click Search to see a list of submissions.

Target Facility:  Processing Status:

Submission Start Date:  Submission End Date:

Sub ID	Name	Target Facility ID	Target Facility Name	Target Facility County	Target Facility State	Submission Date	Submitting User	EDA Start Date	EDA End Date	# of Records	Processing Status	Disposition Status	Submission Reports
715	TRANSFER_49100_20101004110454.XFR	49100	USA MEDICAL CENTER			2010-10-07 15:46:34	Admin	2009-02-02	2009-02-02	1	Processed	Loaded	
707	TRANSFER_49100_20101005145423.XFR	49100	USA MEDICAL CENTER			2010-10-05 14:39:31	Admin	2009-04-01	2009-04-01	4	Processed	Loaded	
706	TRANSFER_49100_20101004110454.XFR	49100	USA MEDICAL CENTER			2010-10-05 14:34:02	Admin	2009-02-02	2009-02-02	1	Processed	Loaded	
705	TRANSFER_49100_20101004110454.XFR	49100	USA MEDICAL CENTER			2010-10-04 14:43:25	Admin	2009-02-02	2009-02-02	1	Processed	Loaded	

b. Processing Status – Select a Processing Status from the drop-down menu.

To display the Processing Status menu, left-click the down arrow  to the right of the field. Select from the following Processing Status options:

- Pending Validation – the Processing Status is set to *Pending Validation* when the user loads the file.
- Pending Loading – the Processing status is set to *Pending Loading* after the file has passed validation rules.
- Processed – the Processing Status is set to *Processed* after it has successfully loaded.

c. Submission Start and End Dates

- To search for all records within a Submission Date range, enter a Submission Start Date and a Submission End Date. The search below will return all records submitted between 10/13/2009 and 10/14/2009.

Submission Start Date:  Submission End Date:

- ii. To search for all records after a certain Submission Start Date, enter only a Submission Start Date. The search below will return all records with a Submission Start Date of 10/13/2009 or after.



Submission Start Date:   Submission End Date:  

- iii. To search for all records prior to a certain Submission End Date, enter only a Submission End Date. The search below will return all records with a Submission End Date of 10/14/2009 or prior.

Submission Start Date:   Submission End Date:  

- 2) Select the *Search* button.

- 3) Search results will display in the table below.

Sub ID	Name	Target Facility ID	Target Facility Name	Target Facility County	Target Facility State	Submission Date	Submitting User	EDA Start Date	EDA End Date	# of Records	Processing Status	Disposition Status	Submission Reports
715	TRANSFER_49100_20101004110454.XFR	49100	USA MEDICAL CENTER			2010-10-07 15:46:34	Admin	2009-02-02	2009-02-02	1	Processed	Loaded	
707	TRANSFER_49100_20101005145423.XFR	49100	USA MEDICAL CENTER			2010-10-05 14:39:31	Admin	2009-04-01	2009-04-01	4	Processed	Loaded	

The table records the following:

- SubID – Unique ID assigned to each submitted file.
  - Name – Name of the file submitted.
  - Target Facility ID – Facility ID, from the Target Facility selected during data submission.
  - Target Facility Name – Facility Name, from the Target Facility selected during data submission.
  - Target Facility County – Displays the Facility County, as entered in the Administrative Module.
  - Target Facility State – Displays the Facility State, as entered in the Administrative Module.
  - Submission Date – Date/Time the user submitted the file.
  - Submitting User – User ID assigned to the user, which submitted the file.
  - EDA Start Date – The earliest ED Arrival Date contained within the file.
  - EDA End Date – The latest ED Arrival Date contained within the file.
  - # of Records – The total number of records contained within the submitted file.
  - Processing Status
  - Disposition Status
  - Submission Reports
- 4) To sort the columns in the table, follow these steps:
- Using the mouse, left-click on the column to be sorted. The example below sorts the records in ascending order by the SubID.

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Sub ID	Name	Target Facility ID	Target Facility Name	Target Facility County	Target Facility State	Submission Date	Submitting User	EDA Start Date	EDA End Date	# of Records	Processing Status	Disposition Status
381	TRANSFER_49100_20100908123852.XFR	49100	USA MEDICAL CENTER			2010-09-08 12:27:40	Admin	2009-01-01	2009-01-01	1	Processed	Loaded
401	TRANSFER_49100_20100908130749.XFR	49100	USA MEDICAL CENTER			2010-09-08 13:00:21	Admin				Processed	Failed Submission
402	TRANSFER_49100_20100908131346.XFR	49100	USA MEDICAL CENTER			2010-09-08 13:00:38	Admin	2009-08-01	2009-08-28	8	Processed	Loaded
421	TRANSFER_49100_20100908135848.XFR	49100	USA MEDICAL CENTER			2010-09-08 13:47:23	Admin	2009-08-01	2009-08-06	16	Processed	Loaded
481	TRANSFER_49100_20100916130953.XFR	49100	USA MEDICAL CENTER			2010-09-16 13:02:43	Admin	2010-09-16	2010-09-16	1	Processed	Loaded




- b. Left-click the column a second time to sort in descending order. The example below sorts the records in descending order by the SubID.

Sub ID	Name	Target Facility ID	Target Facility Name	Target Facility County	Target Facility State	Submission Date	Submitting User	EDA Start Date	EDA End Date	# of Records	Processing Status	Disposition Status
715	TRANSFER_49100_20101004110454.XFR	49100	USA MEDICAL CENTER			2010-10-07 15:46:34	Admin	2009-02-02	2009-02-02	1	Processed	Loaded
707	TRANSFER_49100_20101005145423.XFR	49100	USA MEDICAL CENTER			2010-10-05 14:39:31	Admin	2009-04-01	2009-04-01	4	Processed	Loaded
706	TRANSFER_49100_20101004110454.XFR	49100	USA MEDICAL CENTER			2010-10-05 14:34:02	Admin	2009-02-02	2009-02-02	1	Processed	Loaded
705	TRANSFER_49100_20101004110454.XFR	49100	USA MEDICAL CENTER			2010-10-04 14:43:25	Admin	2009-02-02	2009-02-02	1	Processed	Loaded

- c. To sort a different column, left-click a different column. The example below removes the sort from SubID and changes the sort to Name.

Sub ID	Name	Target Facility ID	Target Facility Name	Target Facility County	Target Facility State	Submission Date	Submitting User	EDA Start Date	EDA End Date	# of Records	Processing Status	Disposition Status
3	1100_Transfer_File.xfr	1100	Medical Health	None	None	2009-09-25 16:12:46	Admin	2009-09-25 16:12:46	2009-09-25 16:12:46	2	Processed	Loaded
2	2102_Transfer_File.xfr	System	System	None	None	2009-09-25 16:10:49	Admin	2009-09-25 16:10:49	2009-09-25 16:10:49	4	Processed	Failed Loading
7	26101.xfr	26101	Medical Center	None	None	2009-10-14 08:19:38	Admin	2009-10-14 08:19:38	2009-10-14 08:19:38	6	Processed	Loaded
6	26101_0827.xfr	26101	Medical Center	None	None	2009-10-13 14:54:56	Admin	2009-10-13 14:54:56	2009-10-13 14:54:56	6	Processed	Loaded
5	26101_0827.xfr	26101	Medical Center	None	None	2009-10-13 14:54:29	Admin	2009-10-13 14:54:29	2009-10-13 14:54:29	6	Processed	Loaded
4	26101_0827.xfr	26101	Medical Center	None	None	2009-10-13 14:34:02	Admin	2009-10-13 14:34:02	2009-10-13 14:34:02	6	Processed	Loaded
1	26101_0827.xfr	26101	Medical Center	None	None	2009-09-25 16:10:39	Admin	2009-09-25 16:10:39	2009-09-25 16:10:39	6	Processed	Loaded

- 5) To review a detailed submission report, left-click the Submission Report icon in the Submission Reports column.

Sub ID	Name	Target Facility ID	Target Facility Name	Target Facility County	Target Facility State	Submission Date	Submitting User	EDA Start Date	EDA End Date	# of Records	Processing Status	Disposition Status	Submission Reports
715	TRANSFER_49100_20101004110454.XFR	49100	USA MEDICAL CENTER			2010-10-07 15:46:34	Admin	2009-02-02	2009-02-02	1	Processed	Loaded	
707	TRANSFER_49100_20101005145423.XFR	49100	USA MEDICAL CENTER			2010-10-05 14:39:31	Admin	2009-04-01	2009-04-01	4	Processed	Loaded	
706	TRANSFER_49100_20101004110454.XFR	49100	USA MEDICAL CENTER			2010-10-05 14:34:02	Admin	2009-02-02	2009-02-02	1	Processed	Loaded	

- 6) The Submission Report provides a status of the submitted file. Users should review this report to determine if any errors occurred during file processing. Below is a sample of the Submission Report.

- Submission Number - Unique ID assigned to each submitted file.
- File Name – Name of the file submitted.

- c. Facility ID – Facility ID, from the Target Facility selected during data submission.
- d. Facility Name – Facility Name, from the Target Facility selected during data submission.
- e. Submission Date – Date/Time the user submitted the file.
- f. Submitting User – User ID assigned to the user, which submitted the file.
- g. Processing Status
- h. Disposition Status
- i. User Approval – this is not used in the Arkansas configuration. Submissions are automatically approved, not user approved.
- j. Manager Approval – this is not used in the Arkansas configuration. Submissions are automatically approved, not manager approved.
- k. Policy Status
- l. Validation Status
- m. Total Number of Records in the Submission File – Displays the total number of records in the submitted file.
- n. Records Loaded to Staging – Displays the number of staging records in the submitted file. When the user initially submits a file, it is placed in a *staging* status.
- o. Records Failed to Stage – Displays the number of bad staging records in the submitted file. A *bad staging record* is defined as a record that fails the initial validation checks.
- p. New Trauma Records – Displays the number of new trauma records loaded into the database.
- q. Replaced Trauma Records – Displays the number of modified or replaced records.
- r. Staging Error Count – Displays the number of staging errors in the submitted file. A *staging error* is defined as an error with the data contained within the file. For example, a file that contains an invalid Facility ID.
- s. Loading Error Count – Displays the number of loading errors in the file.
- t. Errors – Provides a listing of specific errors with the file.

### Submission Report

#### Overview

Submission Number	715
File Name	TRANSFER_49100_20101004110454.XFR
Facility Id	49100
Facility Name	USA MEDICAL CENTER
Submission Date	2010-10-07 15:46:34
Submitting User	Admin
Processing Status	Processed
Disposition Status	Loaded
User Approval	Approved
Manager Approval	Approved
Policy Status	Passed
Validation Status	Passed

#### Statistics

Total number of records in the submission file	1
Records loaded to staging	1
Records failed to stage	0
New trauma records	0
Replaced trauma records	1
Staging error count	0
Loading error count	0

#### Errors and Warnings

Type	Record	Field	Message
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